



OPFN

DEPARTMENT OF DEVELOPMENTAL SERVICES EXAMINATION ANNOUNCEMENT



SUPERVISING COOK II

5LS55

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR: Lanterman Developmental Center

FINAL FILING DATE: June 14, 2005 by 4:30pm (close of business)

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and must be filed in person or by mail with:
Lanterman Developmental Center
Exams & Recruitment
3530 Pomona Blvd./P.O. Box 100
Pomona, CA 91769- 0100

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during July/August 2005.

SALARY RANGE: \$3081 - \$3746

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Either I

One year of experience performing the duties of a Supervising Cook I in the California state service.

Or II

Experience: Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation; cooking, and serving of meals for at least 250 persons a meal. and

Education: Equivalent to completion of the eighth grade.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State institution; demonstrated supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

THE POSITION: Under general direction, to plan, organize, and supervise the preparation, cooking and serving of food to residents and employees of a State institution; to supervise the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal - Weighted 100.00%

Scope:

A. Knowledge of:

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.
2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
3. Food handling sanitation.
4. Food values as well as nutritional and economical substitutions with food groups.
5. Principles of effective supervision.
6. Food accounting, use of purchase order for food and equipment.
7. Training methods.
8. Methods of cutting and preparing meat.
9. Department's EEO Program objectives.
10. A manager's role in the EEO Program and the processes available to meet EEO objectives.

B. Skill in:

1. Preparation and cooking of all food groups.
2. Judging food quality.

C. Ability to:

1. Plan palatable and adequate menus.
2. Plan, organize, and direct the work of others.
3. Maintain appropriate records and prepare reports.
4. Keep inventories and make requisitions.
5. Use appropriate equipment.
6. Determine food quantities necessary for groups of varying size.
7. Direct the preparation of special diets.
8. Plan food production to schedule.
9. Plan and conduct in-service training programs.
10. Analyze situations accurately and adopt an effective course of action.
11. Effectively contribute to the department's EEO objectives.

ELIGIBLE LIST INFORMATION: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at Lanterman Developmental Center only.

Restricted Transfer of List Eligibility

Transfer of list eligibility is restricted. You should only take this examination ONLY IF you intend to work in Los Angeles County. Transfer of list eligibility will be permitted between Spot Lists PROVIDED THE REQUESTING ELIGIBLE CAN SHOW "PROOF OF CHANGE IN RESIDENCE" AFTER THE FINAL FILING DATE OF THIS EXAMINATION. "Proof of change in residence" shall be defined as providing a copy of utility bill (e.g. gas, electric, telephone) reflecting the requesting eligible's name, new address and start date of new service.

Veterans' preference credits will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

SEE REVERSE FOR ADDITIONAL INFORMATION

SUPERVISING COOK II
DJ10 - 2180

FINAL FILING DATE: JUNE 14, 2005

GENERAL INFORMATION

It is the candidate's responsibility to contact Lanterman Developmental Center's Exams & Recruitment Office three days prior to the oral interview date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact Lanterman Developmental Center's Exams & Recruitment Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

LANTERMAN DEVELOPMENTAL CENTER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Location of oral interviews will be held at Lanterman Developmental Center.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERANS= PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans' points are not eligible for career credits. No veterans= preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans= preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

LDC 05/05

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

Agnews Developmental Center 3500 Zanker Road San Jose, CA 95134-2299 Public: (408) 451-6000 TDD: (408) 432-0942	Canyon Springs P.O. Box 1660 Cathedral City, CA 92235-1660 Public: (760) 770-6355	Fairview Developmental Center 2501 Harbor Blvd. Costa Mesa, CA 92626 Public: (714) 957-5121 TDD: (714) 957-5512	Lanterman Developmental Center 3530 West Pomona Blvd. Pomona, CA 91769 Public: (909) 595-1221 TDD: (909) 595-3971	Porterville Developmental Center 26501 Avenue 140 Porterville, CA 93257 Public: (559) 782-2222 (559) 782-2322	Sierra Vista 1251 Stabler Lane Yuba City, CA 95993 Public: (530) 822-7000	Sonoma Developmental Center P.O. Box 1493 Eldridge, CA 95431 Public: (707) 938-6339 TDD: (800) 735-2929
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TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.